



JIM GIBBONS
Governor

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION
515 East Musser Street, Suite 300
Carson City, Nevada 89701
Phone (775) 684-0170 • Fax (775) 684-0188

ANDREW K. CLINGER
Director

GREG SMITH
Purchasing Administrator

October 28, 2009

MEMORANDUM

To: All State Agencies

From: Greg Smith, Administrator

Subject: SAM 1500 Revisions and American Recovery and Reinvestment Act (ARRA) Procurement Guidance

The Purchasing Division is pleased to inform you that on October 13, 2009 the Board of Examiners approved an increase of agencies' direct purchase authorization for commodity items not available on contract, from \$999.99 to \$4,999.99 (SAM 1552). Good of the State contracts are established with direct purchase authorization for each individual contract, and can be found on the Purchasing Division's website under the "Contract Information" link.

Additionally, the value of items to be maintained on the statewide inventory listing was increased from \$1,000 to \$5,000, with the exception of computers and weapons (SAM 1544). Effective November 1, 2009, the Purchasing Division will stop issuing state ID tags for equipment items with an acquisition cost between \$1,000 to \$4,999.99, again with the exception of computers and weapons. Items currently listed on agencies' inventory valued from \$1,000 to \$5,000 will remain on their inventory listing until the item is disposed of. Agencies are responsible for tracking all of their personal property, no matter the cost; agencies have the ability to add and track assets within the Advantage System to include items under \$5,000 in their fixed asset inventory listing.

Other changes within SAM 1500 were approved to either add or revise current language to more accurately represent the policy for agency purchases. These sections include SAM 1508, 1514, 1534, 1548, 1556 and 1560. The updated SAM 1500 can be found on the Purchasing Division's website under the "What's New" link.

As a reminder, due to the expeditious nature of ARRA funding, State agencies entering requisitions for commodities should add the wording "stimulus funding" when applicable in the description field to ensure prompt handling by the Purchasing Division.

Please visit our website at <http://purchasing.state.nv.us>

Request for Proposals issued by State agencies that include stimulus funds should include the ARRA Attachment located on the Division's website under "Contracting Toolbox" in "Agency Templates" (see RFP supporting documents).

Any questions about the direct purchase authorization, inventory or procurement of goods and services with stimulus funds should be directed to the Purchasing Division at (775) 684-0170.

Purchasing 2010-06